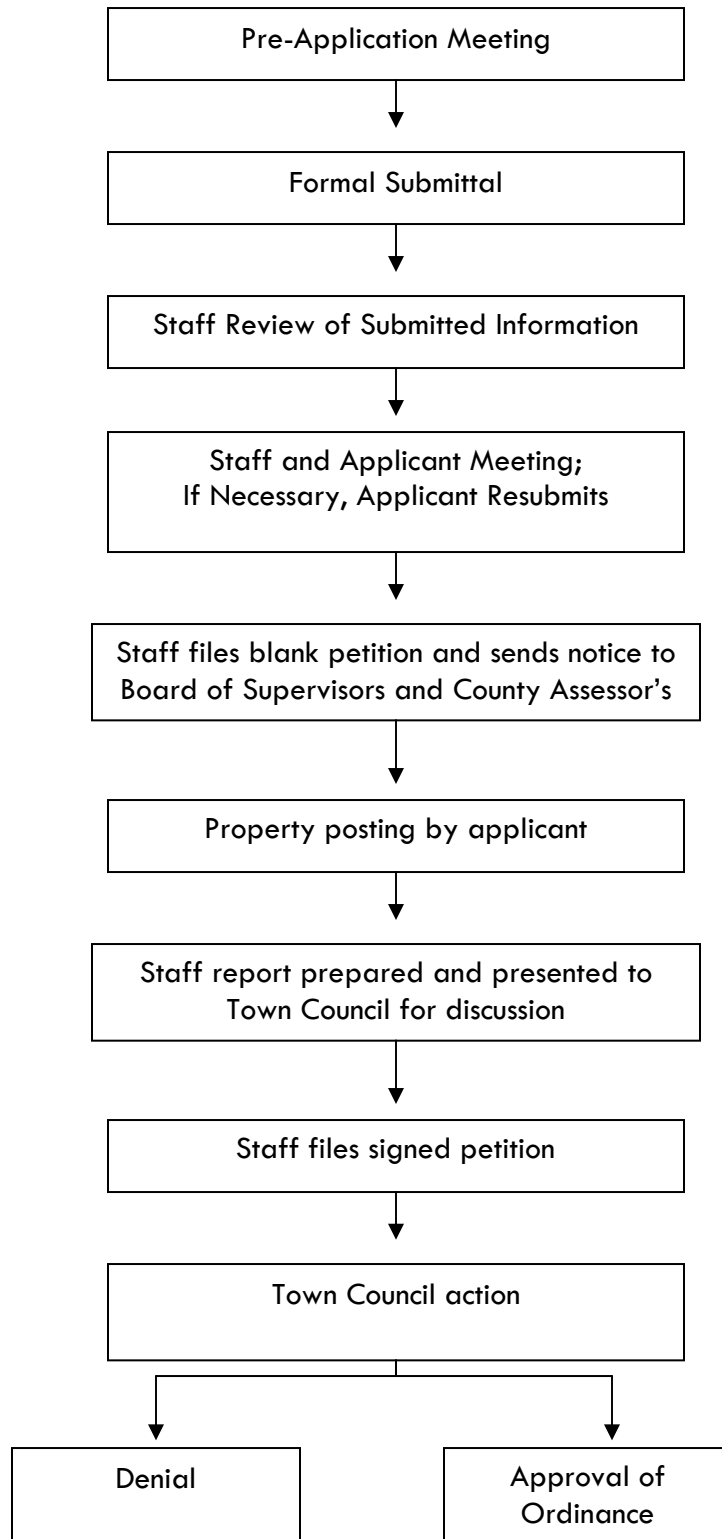


TOWN OF FLORENCE

ANNEXATION PROCESS Application & Checklist

Community Development Department
P.O. Box 2670
600 North Main Street
Florence, Arizona 85132
(520) 868-7575
www.florenceaz.gov

ANNEXATION APPLICATION PROCESS



ANNEXATION APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of an application for Annexation of property to the Town of Florence.

1. **Pre-Application Review Process** – Prior to filing an application for annexation, the applicant must complete the Pre-Application review meeting with the Planning & Zoning Department.
2. **Application Filing** – For an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Ensuring the accuracy of the request is the responsibility of the applicant. Applications will not be accepted or processed without an adequate description of the "Request" being submitted. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
3. **Staff Review** – Upon receiving a complete application, the information submitted will be routed to Town staff and affected agencies for review and comment. After this review is completed, the comments are consolidated and returned to the applicant within thirty (30) days of submission for Annexation. The applicant is responsible for addressing staff comments and submitting revised plans.
4. **Blank Petition** – Town staff will file a blank petition in the office of the Pinal County Recorder setting forth a legal description and an accurate map of all exterior boundaries of the property proposed to be annexed. Signatures cannot legally be obtained on an annexation petition until expiration of a thirty (30) day waiting period following the date of filing the blank petition.
5. **Notice to County** – Notice and a copy of the filing must be filed with the Clerk of the Pinal County Board of Supervisor and the County Assessor. The map must include all county right-of-way and roadways with no taxable value that are within or contiguous to the exterior boundaries of the area of the proposed annexation.
5. **Property Posting (Sign)** – Notice of Public Hearing for an Annexation must be posted in at least three (3) conspicuous public places on the property and at least six (6) calendar days prior to the date of each public hearing. The applicant is responsible for posting the sign on the property, subject to the following specifications and requirements:
 - a. Posting, maintenance, and removal of signs are the responsibility of the applicant. The applicant must remove all signs within ten (10) days of the public hearing. If the sign is not removed on time, the Town will remove the sign and charge the applicant a removal fee;
 - b. The signs must comply with the attached sign criteria;

- c. The applicant must submit a signed and dated affidavit of posting, and color photos of the posted signs prior to the public hearing;
 - d. Failure of the applicant to provide evidence of posting will result in a postponement of the public hearing. The applicant will be charged a fee for the postponement.
- 6. **Staff Reports** – After the staff comments have been addressed and the project has been scheduled for the public hearing, the Planning & Zoning Department will prepare reports describing and evaluating the proposed annexation for the Town Council. A copy of the staff report will be made available to the public and sent to the applicant prior to the public hearing.
- 7. **Town Council Hearing** – The Town Council must conduct one public hearing for comment on the annexation application. Regular Town Council hearings occur on the first and third Monday of each month at 6:00 p.m. and are held in the Council Chambers, 775 North Main Street. The applicant or project representative must be present at the hearing. The Ordinance approving the annexation will become effective 30 days after the Ordinance is signed by the Mayor, usually the day following the Council action.
- 8. **Filing of signed Petition and Expiration** – A signed petition for annexation must be filed with the Planning & Zoning Department within one year after the last day of the thirty (30) day waiting period. A new application must be submitted if the property owner desires to annex the property after the deadline. At the time of the filing the petition for annexation, the petitioner must submit a sworn affidavit verifying that no part of the property proposed to be annexed is already subject to an earlier filing for annexation.
- 9. **Staff Review of Petition** – Staff will verify that the petition contains the signatures of the owners of one-half or more in value for the real and personal property and more than one-half of the persons owning real and personal property that would be subject to taxation by the Town in the event of annexation, as shown by the last assessment of the property. If legal requirements are met, an annexation ordinance will be prepared.
- 10. **Town Council Action** – At least 30 days following the public hearing, the Planning & Zoning Department will prepare a report describing the proposed annexation and transmitting the draft annexation ordinance to the Town Council for adoption. A copy of the staff report will be made available to the public and the applicant prior to the meeting. Annexation of the property occurs by adoption of the annexation ordinance. The annexation ordinance will become effective 30 days after it is signed by the Mayor, usually the day following the Council action.

ANNEXATION ACTION STEPS

ACTION STEPS	DEADLINE SET BY LAW
Step 1 – Property owner(s) writes a formal letter requesting annexation to the Town. The Town determines actual area to put under petition.	
Step 2 – The Town requests from the Pinal County Assessor's Office and the Arizona Department of Revenue, name of the owner, address of each owner, and the assessed value of all property requesting annexation. (Both agencies must respond within 30 days.)	
Step 3 – The Town Planning staff prepares annexation petition & map of area to include in petition.	
Step 4 – The Town files the blank petition in the Pinal County Recorder's office, setting forth a description, an accurate map of all the exterior boundaries of the territory that is proposed for annexation, and a sworn affidavit verifying that the territory is not subject to an earlier filing. A notice and copies of filings will be sent to the Clerk of the Board of Supervisors and the County Assessor.	Pinal County holds blank petition for a 30-day waiting period.
Step 5 – The Town advertises in the local paper & posts a notice at three public places the area proposed to be annexed & the date of the Public Hearing.	At least 15 days before the end of the waiting period.
<p>Step 6 – The Town posts a Public Hearing sign in at least three conspicuous public places in the territory proposed to be annexed.</p> <p style="margin-left: 40px;">A. The Town will mail a notice of the hearing to the chairman of the Pinal County Board of Supervisors.</p> <p style="margin-left: 40px;">B. A notice of the hearing, including a map of the area will be mailed to each owner of real and personal property within territory proposed to be annexed.</p>	At least 6 days prior to the Public Hearing.
Step 7 – The Town Council holds a Public Hearing to discuss the annexation proposal.	Within the last 10 days of the 30-day waiting period.
<p>Step 8 – The signed petition will be obtained under the following requirements:</p> <p style="margin-left: 40px;">A. Signed by owners of one-half or more in <u>value</u> of the real and personal property that would be subject to taxation by the Town in the event of annexation.</p>	Within one year of the last day of the 30-day waiting period.

B. Signed by more than one-half of <u>owners</u> of real and personal property that would be subject to taxation by the Town in the event of annexation.	
Step 9 – Staff will review returned petition to determine the sufficiency of signatures in relation to Step 8 above.	
Step 10 – A copy of the signed petition will be filed with the Town Clerk.	Within one year of the last day of the 30-day waiting period.
Step 11 – The Town Council adopts an annexation ordinance.	
Step 12 – Annexation protest/contest period ends and annexation becomes final.	30 days after the adoption of the annexation ordinance.
Step 13 – The Town will submit the petition and legal description to the Pinal County Drafting Department along with a sworn affidavit verifying that the property is not subject to an earlier filing.	
Step 14 – Original signed petition, legal description and petition map along with the sworn affidavit (Step 13) will be filed with the Pinal County Recorder's Office.	

ANNEXATION CONTENT REQUIREMENTS

1. Project Narrative

- ☐ Description of proposed Annexation; and
- ☐ Provide an explanation on how the proposed annexation meets state law requirements.

2. Annexation Exhibit

- ☐ Vicinity Map;
- ☐ Scale, north arrow, and dimensions;
- ☐ Gross Acres;
- ☐ All exterior boundaries;
- ☐ County rights-of-way and roadways; and
- ☐ Registered Engineer signature and seal.

3. Legal Description

- ☐ Metes and bounds description of the property including total gross acreage, sealed and signed by the Registered Engineer or Surveyor; and
- ☐ Electronic file of legal description with an electronic signature.

ANNEXATION CHECKLIST

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Application		
Fee (Please review the fee schedule for applicable fees. All fees are Non-Refundable)		
Project Narrative		
Annexation Exhibits:		
Legal Description (Metes and bounds description of the property) including total gross acreage, sealed and signed by a registered engineer or surveyor (8.5" X 11")		
Legal Description (Electronic file)		
Pinal County Assessor Parcel Map (8.5" X 11") (Highlight project area and provide parcel numbers)		
Typed list of names and addresses of all property owners identified in annexation on parcel map		
Neighborhood Notice (if required)		
A parcel map highlighting properties within annexation.		
Typed list of names and addresses of all property owners identified on highlighted parcel map.		
Documentation of the Neighborhood Meeting including:		
A typed listing of persons that attended the meeting Including their names, addresses, and telephone numbers.		
Minutes of the meeting addressing neighborhood concerns, topics discussed, and how the applicant addressed such concerns.		
Copy of the letter notifying property owners of the meeting.		

STAFF TRANSMITTAL

- | | |
|---|--|
| <input type="checkbox"/> Florence Planning and Zoning | <input type="checkbox"/> Pinal County Planning (if applicable) |
| <input type="checkbox"/> Florence Administration | <input type="checkbox"/> Florence Police |
| <input type="checkbox"/> Florence Public Works | <input type="checkbox"/> Florence Finance |
| <input type="checkbox"/> Florence Legal | |
| <input type="checkbox"/> Florence Fire | |

APPLICATION FOR ANNEXATION

PROJECT NAME: _____

1. Property Owner: Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

2. Applicant/Developer: Name: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

3. Address or Location of Property: _____

4. Legal Description of Property: If applicable, include Lot(s), Block(s), and Subdivision Name:

Tax Parcel Numbers: _____

Gross Acres: _____ Net Acres: _____

5. Request Details: _____

6. Number of existing dwelling unit and address: _____

7. Number of residents occupying existing dwelling units: _____

SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE

DATE

FOR STAFF USE ONLY:

CASE NO. _____

APPLICATION DATE AND TIME _____

PERMIT NO. _____

FEE \$ _____

TC HEARING DATE _____

REVIEWED BY: _____

OWNER'S PERMISSION FORM

This sheet must be completed if the applicant for an Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat, is **not** the owner of the property.

I/we, the Undersigned, do hereby grant permission to: _____

to act on my/our behalf for the purpose of obtaining one or more of the following: Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat on the following described property:

Owner(s)

Signature

Print or Type Name

Address

Telephone

STATE OF ARIZONA)
)
) SS
County of _____)

On this _____ day of _____, 20____, before me, the undersigned Notary Public, personally appeared _____, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that _____ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

Notary Public